

# Using E-forms

Complete instructions for downloading E-form and the software to use them is available at the following web site [http://www.oe.mo.gov/gf/form/fm\\_guide.htm](http://www.oe.mo.gov/gf/form/fm_guide.htm)

**Division of General Services - State Printing Forms Services - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [http://www.oe.mo.gov/gf/form/fm\\_guide.htm](http://www.oe.mo.gov/gf/form/fm_guide.htm)

*State of Missouri*  
**Office of Administration**  
home email search

**Division of General Services: State Printing Forms Services**

Form Services Home Services Electronic Forms Technical Support

**Download Instructions**

**Download Guide** Follow the steps below to install eforms onto your computer

Starting with Step 1, click the icons in order to prepare your machine for eforms

**Step 1**  
Click image of folder.  
At Download window, click "Run".  
At Security Window, click "Run".  
At Distributed Eform Init Window, click "Yes".  
At Welcome Window, click "Finish".  
Screen background will turn green.  
Click "Next", files will download.  
Click "Finish" to complete download.

**Step 2**  
Click image of magnifying glass.  
Find form by title or agency.  
Click form title.  
At Download window, click "Run".  
At Security Window, click "Run".  
Click "Next" at first three windows.  
Click "Finish" at final two windows.  
Click "Start Button/Programs/OneForm..." to find eform.  
Click form title to open form.

**Step 3**  
If you have never registered:  
Click image of register button.  
Input and submit information

**Problems?**  
Click image of toolbox.  
Find problem listed.  
Perform listed fix.  
If problem persists, contact  
(673) 751-2232 for technical support.

**Problems?** **Step 1** **Step 2** **ONEFORM** **Register** **Step 3**

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After downloading the E-form for POS invoice to your computer you will find it on your computer by clicking on the **Start** button, then hovering over **Programs**, then hover over **One Form (32Bit) Mental Health**, then click on **Purchase of Service Invoice**.



